



TEMPORARY SIGN PERMIT APPLICATION

Date _____

ADDRESS OF JOB _____ City _____ Zip Code _____

Working In Unit(s) # _____ TAX DISTRICT/PARCEL # _____

Parcel Location: Side of street **N W E S** Distance to nearest intersection is _____ ft.Direction to nearest intersection **N W E S** Name of nearest intersecting street _____

Name of Establishment _____ Current Use _____

Historic District _____ Special District _____

PROPERTY OWNER OF RECORD _____ Telephone (____) _____ FAX (____) _____

Address _____ City/State _____ Zip Code _____

SIGNATURE OF OWNER _____

PRINT OR TYPE NAME _____

CONTRACTOR _____ Telephone (____) _____ FAX (____) _____

Address _____ City/State _____ Zip Code _____

License # _____ Email _____

SIGNATURE OF LICENSED CONTRACTOR OR AUTHORIZED SIGNER _____

PRINT OR TYPE NAME _____

SOFT ACCOUNT # _____

AUTHORIZED SIGNATURE OF ACCOUNT _____

Method of Retrieval ☐ Mail ☐ Pick-Up

CALCULATION AND DESCRIPTION OF SIGN

Sign Type ☐ Construction ☐ Real Estate Zoning District _____ Est. Install Date _____
☐ Temporary Use ☐ Other _____ Remove by _____
 Mount Type ☐ Ground ☐ Wall Applicable Code Section _____
 # of Facings _____ Graphic area in sq. ft. Allowable _____ This permit _____
 Height to top _____ ft. Clearance _____ ft. Setback: From pavement edge _____ ft. From R.O.W. _____ ft.

STRUCTURAL SPECIFICATIONS

INDICATE APPLICABLE ENGINEERING REFERENCE FROM FOUNDATION AND SUPPORT STRUCTURAL SPECIFICATIONS. OTHERWISE, SUBMIT WORKING DRAWINGS CERTIFIED BY AN ARCHITECT OR ENGINEER LICENSED BY THE STATE OF OHIO.

- ☐ Per certified working drawings
☐ Per 1996 pole type sign standards
☐ Per wood sign structural standards
 Registration # _____

ELEVATION DRAWING OF SIGN

Show overall dimensions, structure (including foundation) and all copy

☐ Drawing(s) on back side ☐ Drawing(s) attached.

SITE PLAN

Include dimensions of sign location to adjacent property lines and street R.O.W. lines

☐ Drawing on back side ☐ Drawing(s) attached

FOR OFFICE USE ONLY Including Address Verification

Cashier Log # _____

Counter Review _____ | _____

Amount Received _____

Zoning Review _____ | _____

Date _____

Plans Exam Review _____ | _____

THE LICENSED SIGN CONTRACTOR CERTIFIES BY HIS/HER SIGNATURE ABOVE THAT THE GRAPHIC APPLIED FOR IN THIS PERMIT MEETS ALL REQUIREMENTS AND STANDARDS SET FORTH IN THE COLUMBUS CITY CODE, THE 1996 WALL MOUNTED SIGN STANDARDS AND THE 1996 POLE TYPE SIGN STANDARDS FOR THE CENTRAL OHIO SIGN ASSOCIATION, OTHERWISE THE LICENSED CONTRACTOR IS TO SUBMIT WORKING DRAWINGS CERTIFIED BY AN ARCHITECT OR ENGINEER LICENSED BY THE STATE OF OHIO, PER AIA OHIO ENDORSED "SEAL LAW" EFFECTIVE NOVEMBER 24, 1995.